

# WELCOME TO GREENWICH

## Health & Safety Induction Overview



# Introduction

## Welcome to the University of Greenwich

Your safety is paramount to the University

- We all have health & safety duties:
  - employer's duties to staff, students, visitors, etc.
  - employees' duties to themselves and others
- This talk is to advise you:
  - How we arrange for safety, and
  - How we meet those duties and stay safe

# General H&S Arrangements

- [University H&S Policy](#)
- [University Fire Policy and Procedures](#)
- [Smoking Policy](#)
- [A-Z of H&S Topics](#)  
(including relevant codes of practice, guidance and checklists/forms)

H&S documents can be found via:

<https://www.gre.ac.uk/about-us/governance/safety>

**or**

on the Staff Portal 'staff services' tab

# General H&S Organisation

Faculties and Directorates have H&S personnel appointed by their Faculty Operating Officer or Director:

- **Health and Safety Managers (HSMs)**  
Oversee management of H&S in their area
- **Health & Safety Local Officers (HSLOs)**  
Appointed to assist in H&S issues
- **Display Screen Equipment Assessors (DSEAs)**  
Appointed to assess workstations and individual users of DSE
- **Other appointments as necessary, such as Radiation Protection Supervisors**

<https://www.gre.ac.uk/about-us/governance/safety/policy/org>

# Faculty/Directorate H&S Arrangements

- The Faculty Operating Officers/Directors and H&S staff are responsible for the management of H&S in their areas.
- The H&S Unit provides general H&S advice, codes of practice and guidance for the University.
- **Written risk assessments** should be carried out for any **significant risks** within a Faculty or Directorate.
- **Local codes of practice** are normally produced from the findings of risk assessments.
- These risk assessments and codes of practice should be **reviewed at least annually**.

<https://www.gre.ac.uk/about-us/governance/safety/policy/arr/risk-assessments>

## Faculty/Directorate H&S Arrangements

Special arrangements may be required for:

- Individuals with mobility impairments
- Individuals with other impairments
- A **P**ersonal **E**mergency **E**vacuation **P**lan ([PEEP](#)) may be required depending on the type and degree of disability

## Employees' Duties to Themselves and Others

- duty to take care of their own health and safety
- and that of others who may be affected by their actions at work
- must co-operate with employers and co-workers to help everyone meet their legal requirements

## Health & Safety Contacts

Each Faculty/Directorate will have:

- One Health and Safety Manager
- One or more H&S Local Officers (HSLO)
- One or more Display Screen Equipment Assessors (DSEA)

The Health & Safety Unit is also available for information and advice:-



<https://www.gre.ac.uk/about-us/governance/safety>



[safetyunit@gre.ac.uk](mailto:safetyunit@gre.ac.uk)



020 8331 9917



# Fire Safety



<https://www.gre.ac.uk/about-us/governance/safety/fire-risk>

<https://www.gre.ac.uk/about-us/governance/safety/policy/arr/fire-precautions>

# Fire Detection

- Fire detection systems are installed in every building; these systems normally consist of:
  - smoke, heat or beam detectors and
  - break glass call points
- Activation of a detector or break glass call point causes the alarm to sound.
- Activation of the fire alarm is monitored from a central fire alarm panel in Campus Gatehouses
- Manual break glass call points are installed at final exits and may be at other locations such as staircases

# Fire Alarms

- Activated by detection device or break glass call point
- **Be aware of the fire alarm sound**
  - tested weekly by Facilities Management
- **Test schedules** for all buildings can be found at the end of the '[H&S Induction Information](#)' sheet.
- **Fire drills are held termly** for each University building.
- **DO NOT assume a fire alarm is a drill or false alarm**, other than the known weekly test.

When you hear the fire alarm,  
**immediately leave the building** by the **nearest available exit** and  
proceed to the assembly point

## Fire Safety

Make sure you know your building's :-

- Escape routes - may not be the way you entered
- Break-glass call points
- Fire exit doors
- Fire extinguishers (only attack the fire to allow escape)
- Assembly Point

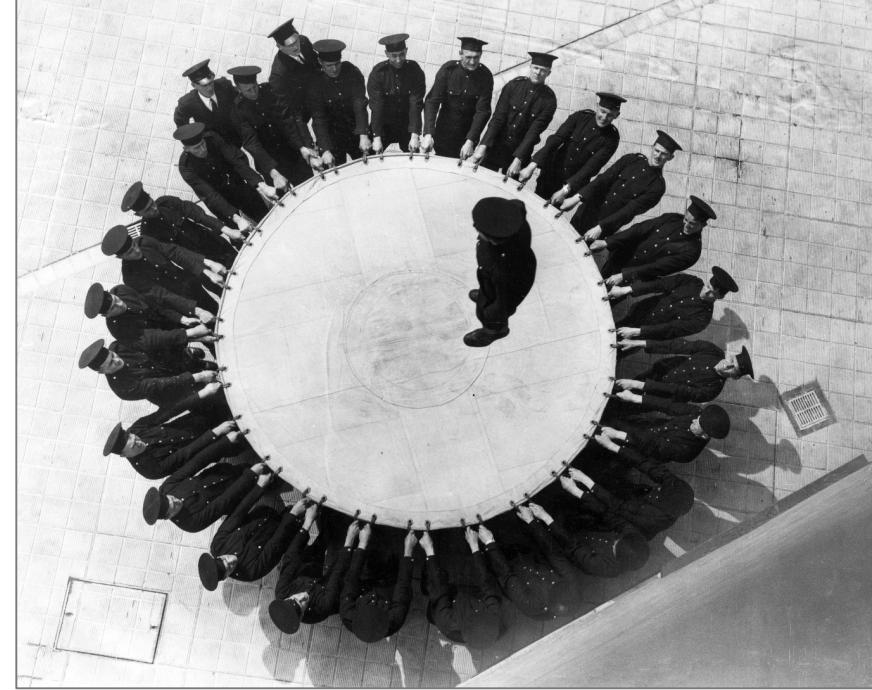
# Emergency Action Information

- **General ‘Fire Action’ information** is given in the University Fire Policy and Procedures (<https://www.gre.ac.uk/about-us/governance/safety/fire-risk>)
- **Fire action notices** are displayed at appropriate locations in University buildings
- **Escape route(s) and fire exits** are indicated by signage installed in all buildings. Lifts should not normally be used.
  - An individual who has a PEEP should follow the action agreed for that PEEP
- **Fire evacuation drills** are held once per term:
  - prior warning is not given;
  - every activation other than the weekly test must be treated as an emergency



# Fire Evacuation

- **Fire wardens** are appointed for all University buildings.
  - In the event of a fire alarm, their duties are to check their designated areas to ensure individuals are evacuating the building.
- **On activation of a fire alarm**, lecturers, training providers and conference leaders
  - **instruct all individuals to leave immediately** and to **proceed to the designated Assembly Point**
  - **inform the Assembly Point Coordinator** that
    - the room has been cleared or
    - provide any other useful information, e.g. PEEP holders whereabouts (safe refuge), register if available, etc.



## Things to look out for:

- Smoke detectors - covered up or missing
- Fire doors - wedged open or damaged
- Door closers - faulty or broken
- Fire extinguishers – empty, damaged or missing
- Blocked or obstructed - fire exits, corridors stairs
- Flammable/combustible material (especially where ignition sources are present)



# Fire Damage in Halls of Residence Room





# Accident/Incident Reporting

## How to do it

# Accident/Incident Reporting

Any person experiencing an injury, listed disease, dangerous occurrence or ‘near miss’ incident, should:-

- Submit a report as soon as possible using the online reporting system, available from the “staff services” tab of the Portal.

[Report an accident or incident](#)



- If unable to complete the form, ask a colleague, HSLO, First Aider or Security Officer to do it on their behalf

More serious injuries/incidents are reportable under RIDDOR  
(Reporting of Injuries, Diseases & Dangerous Occurrences Regs)

Accident reports may be used for insurance purposes; it is important that information provided is detailed and factual.

## Students Sustaining an Injury

- For the purposes of accident reporting, **students are generally classed as ‘members of the public’**, i.e. not staff, contractors, etc.
- An injury to a ‘member of the public’ resulting in them **being taken to hospital from the accident scene** is reportable to the HSE under R.I.D.D.O.R
- **Students carrying out work for the University** - (e.g. JobShop, Residents’ Assistant, S. Ambassador) **are classed as employees** of the University

## First Aid

- The University's Security Officers are trained First Aiders
- They provide the general first aid cover on all campuses
- Contact numbers for Campus Security Officers are:  
**Avery Hill:** 9101;     **Greenwich:** 7616;     **Medway:** 3333
- Many Faculties/Directorates have their own trained First Aiders and display first aid posters with details in local areas.
- Further information is available from the first aid web page:  
<https://www.gre.ac.uk/about-us/governance/safety/policy/arr/first-aid>

## Security Officers

- They provide the security on all campuses
- Contact numbers for Campus Security Officers are:  
**Avery Hill: 9101; Greenwich: 7616; Medway: 3333**

# Dealing with Suspicious Objects and Vehicles

If you see a suspicious package, bag or other object, or a suspicious vehicle:

- Don't panic and Don't touch it.
- Do not use two-way radio or mobile phone within 15 metres of object to contact Campus security
- Tell security the location, appearance and why you think it is suspicious
- Keep away from the object or vehicle and ask others to keep away.
  - If it is decided by security to clear the building, the fire alarm will be activated. In this case:
  - Please leave immediately and go to the fire assembly point, unless advised differently by security staff.

NB. Suspicious objects or vehicles are anything that should not be there, that cannot be accounted for, that is out of place

# University Smoking Policy

## Smoking is not allowed in:

- Public, teaching and working areas of the University including:
  - private offices, catering outlets, workshops,
  - staircases, store rooms, toilets, lifts, corridors,
  - halls of residence (including a student's own room),
  - University vehicles
- Any of the University's buildings including Student Union bars
- Areas within 5 metres of the University's buildings

**The [Smoking Policy](#) refers to all substances that a person can smoke, e.g. manufactured cigarettes, hand-rolled cigarettes, pipes, cigars, herbal cigarettes and water pipes (inc. shisha, hookah and hubble-bubble pipes), and any type of electronic cigarette**



# Display Screen Equipment (DSE)

## DSE Assessment

- The University uses an online DSE assessment programme (AssessRite).
- Staff classed as DSE users under the law complete training and self-assessment online.
- Should any issues be highlighted, the local DSE Assessor will work with the person to resolve them, advised and supported by the Health and Safety Unit as necessary.

<https://www.gre.ac.uk/about-us/governance/safety/policy/arr/dse>

## Further H&S information can be obtained from:

- the Health and Safety Unit - [safetyunit@gre.ac.uk](mailto:safetyunit@gre.ac.uk)
- [www.hse.gov.uk](http://www.hse.gov.uk)
- [www.iosh.co.uk](http://www.iosh.co.uk)
- [www.rosipa.com](http://www.rosipa.com)



**Thank You & Any Questions?**